

# PPEA Proposal Evaluation Plan

## Conceptual Review

### **Committee Organization**

A selection of business managers, local directors, and other stakeholders have been asked to provide members to the PPEA Review Committee, which will be chaired by [LDSS and VDSS co-chair names]. The committee will be organized into two subcommittees:

- The Business subcommittee will review and rank the proposal's approach to the Business as identified in the evaluation documents prepared by their PPEA Subcommittee Leader. This review will include evaluation of the breadth of the proposal, the feasibility of the proposed solutions, functional offerings, and the ability of the vendor to work with results of the Business Process Reengineering efforts.
- The Technical subcommittee will review and rank the proposal's approach to automating the proposed systems in a manner that effectively supports Virginia Social Service System (VSSS) short-term and long-term migration toward web-enabled and integrated systems, enables sharing of data with Local Agencies, and meets VITA technical requirements. Since the posted PPEA documents provide flexibility in vendor proposals for Enterprise Architecture, the Technical subcommittee should consider all vendor approaches and the advantages/disadvantages of each.

Each subcommittee will be co-chaired by LDSS and VDSS staff, plus be comprised of both LDSS and VDSS members. A representative from finance will be included on each subcommittee to provide assistance in the review. Some subcommittees may also include staff from other agencies (for example, VITA), where appropriate. The subcommittee leaders, plus the overall PPEA Review Committee Leaders, will comprise the PPEA Leadership Team, a group of at least 6 people, half LDSS and half VDSS members.

### **Purpose of the Conceptual Stage Review**

The purpose of the conceptual stage review is to determine whether to take one or more proposals forward to the detailed review phase (Phase 2), as defined by the [Commonwealth Model Procedures](#); or to reject all proposals. In addition, VSSS may use the insights gained during the conceptual review to suggest modifications in the scope, offerings, terms or other aspects of an individual proposal in preparation for the detailed review.

### **Evaluation Approach**

Local agencies will be encouraged to provide their input into the review process based on the public volumes of the proposals which will be published on a public website. The PPEA Review Committee will consider local agency input.

Given the purpose of the review and the contents of proposals required for submission and consideration at the Conceptual Stage, a more subjective approach to this review is appropriate. Members of the PPEA Review Committee will be asked to consider the offerings, terms, benefits, costs and risks of individual proposals holistically, rather than at an individual component level. Within the context of a subcommittee's scope, as described above, the members will be asked to consider the following documents as guidelines:

- The VDSS Strategic Plan, and specifically Goal 3
- The Attributes for VDSS PPEA Proposals
- The Attributes for VITA PPEA Proposals
- The Commonwealth Strategic Plan for Technology
- The Proposal Evaluation and Selection Criteria outlined in the Commonwealth Model Procedures for PPEA

During the evaluation, subcommittees will also review and consider written comments that were received during the 60-day public posting period from local governments and other interested parties.

The overall PPEA Review Team as well as each subcommittee will be co-chaired by local and state staff. Each subcommittee will include members from local agencies and VDSS, plus members from other agencies where appropriate. Subcommittees will work separately, then jointly, to develop a recommendation to the Goal 3 Steering Committee for a course of action. If a recommendation is made to proceed to the following PPEA Phase, additional approvals will be obtained as necessary in accordance with VITA and PPEA procedure requirements.